

UNITED STATES DISTRICT COURT - DISTRICT OF COLUMBIA



JOB OPPORTUNITY NUMBER: #04-16

POSITION: Magistrate Intake Clerk

LOCATION: Washington, DC

Opening Date: December 2004 Closing Date: Open until filled

CLASSIFICATION LEVEL/SALARY RANGE: CL 25 (\$ 33,451 – \$54,360)

Salary commensurate with work experience, prior/present pay history and previous federal government experience.

POSITION OVERVIEW

The position is located in the Clerk's Office, United States District Court for the District of Columbia (USDC – DC). The incumbent is responsible for making summary entries by computerized means of documents and proceedings on the docket to include scanning of hard copy documents received and for ensuring the integrity and efficiency of the electronic database. Assists in case management by ensuring that automated entries are accurate for proper case management. High volume public interaction, via a telephone and in person, is required to answer inquiries on case status and other related matters. Additionally, incumbent will review and examine electronically filed documents for processing, have clerical duties related to processing legal documents and provide top quality service to our internal/external customers seeking information or copies from case files.

DUTIES AND RESPONSIBILITIES

Process requests for arrest and search warrants.

Act as liaison to U.S. Magistrate Judges

Receive and review incoming documents to determine conformity with appropriate local and/or federal procedural rules, practices and/or court requirements.

Scans and files documents when appropriate.

Assures assignment of case numbers and randomly assigns cases to judges.

Route documents to proper offices after acceptance.

Verifies attorney's authority to proceed before the Court.

Acts as a receptionist and furnishes information to a wide variety of people within and outside of the Court.

Makes summary of entries of all documents and proceedings in both the ICMS and ECF databases.

Processes confidential and sensitive material.

Assists with case management to assure that entries are linked appropriately.

Performs other duties as assigned.

Factor 1, Job Requirements:

Must possess excellent communication skills; ability to work independently and contribute to a team environment. Requires the ability to work within strict time frames and respond to customer requests on short notice. Must be able to effectively communicate with staff to determine actual needs and maintain complete and accurate records and files. Proficiency in the use of a personal computer and associated software,

Factor 2, Scope and Effect of Work:

The work affects mainly the judges, chambers staff and the Clerk's Office staff of the United States District Court for the District of Columbia.

Factor 3, Complexity:

A variety of documents are filed daily. The incumbent must quality control those documents to ensure accuracy. Continuous tracking of cases, including the relationships of case events and their status, is required. Interruptions for questions from the court and the public necessitate a high level of concentration to avoid errors and complete work in a timely manner.

Factor 4, Work Parameters:

Working in conjunction with Assistant Operations Manager, will ensure that the appropriate policies and procedures are correctly applied

Factor 5, Personal Interactions:

The incumbent has daily contact with staff of the Clerk's Office, the public and the bar.

Factor 6, Environmental Demands:

Work is performed in an office setting. Requires the ability to work with multiple stimuli and must be able to sit and/or stand for extended periods of time.

QUALIFICATIONS

Prospective candidates should have a minimum of two years responsible specialized experience to include progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws.

Legal/court experience helpful, but not required. Requires proficiency in the use of computer applications, e.g WordPerfect and the ability to communicate information accurately and in a timely manner from individuals within and outside the court unit. The successful candidate must be able to communicate effectively verbally and in writing.

EDUCATION

High school graduation or equivalent required. Education above high school level may be substituted for general experience. College degree is a plus.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees which may include:

- A minimum of 10 paid holidays per year
 - Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
 - Paid sick leave in the amount of 13 days per year
 - Retirement benefits
 - Optional participation in Thrift Savings Plan
 - Optional participation in choice of Federal Employees' Health Benefits
 - Optional participation in choice of Federal Employees' Group Life Insurance
 - Optional participation in the Flexible Benefits Program
 - Optional participation in the Commuter Benefit Program
 - Optional participation in Long-Term Care Insurance
 - Optional participation in private long-term disability plan
 - Credit for prior government service
-

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Final candidates will undergo a background check.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, detailed resume, and writing sample to the following address:

**Human Resources
USDC, DC- Suite 1820
333 Constitution Avenue, NW
Washington, DC 20001**

Or e-mail to DCD_HumanResources@dcd.uscourts.gov

The United States District Court is an Equal Opportunity Employer.